

**Steve Sisolak**  
*Governor*



**Laura E. Freed**  
*Director*

**Matt Tuma**  
*Deputy Director*

**Mike Strom**  
*Division Administrator*

**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS  
100 N. Stewart Street  
Carson City, Nevada 89701  
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The Committee to Approve Schedules for the Retention  
and Disposition of Official State Records**

**Meeting Notice**

**DATE:** October 13, 2021

**TIME:** 1:15 p.m.

**LOCATION:** Teleconference

The Committee to Approve Schedules for the Retention provides access to the meeting via teleconference. The public may access the meeting through the following call-in information. The public may also make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).

On the date and time of the meeting you can connect by calling:

Carson City: 775-687-0999

Las Vegas: 702-486-5260

Use access code 43313

If you would like copies of the materials for the meeting they are posted on the [Nevada State Library Archives and Public Records](#) website or they can be mailed to you upon request. If there are any questions concerning access to the meeting, please contact Heather Hahn at 775-684-3411 or [records@admin.nv.gov](mailto:records@admin.nv.gov).

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. As used herein and during the meeting, the term "RDA" means "Records Disposition Authorization" which is the control number given to an official action on retention and/or disposition made by the Committee.

## Agenda

1. **Call to Order, Welcome, Roll Call**
2. **Public Comment**

Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020). The public may make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).
3. **Review, correct, if necessary, and approve the minutes from the September 8 ,2021 meeting.** [Attachment A](#) (For possible action)
4. **Proposed New RDAs for Agency Specific Records Retention Schedules for the Department of Health and Human Services Aging and Disability Services Division and the Department of Agriculture, Plant Industry Division.** [Attachment B](#) (For possible action)
5. **Proposed Modification RDAs for Agency Specific Records Retention Schedules for the Department of Corrections, Offender Management, Department of Health and Human Services Aging and Disability Services Division, and the Department of Agriculture, Plant Industry Division.** [Attachment C](#) (For possible action)
6. **Proposed Deletion RDAs for Agency Specific Records Retention Schedules for the Department of Corrections, Offender Management and the Department of Agriculture, Plant Industry Division.** [Attachment D](#) (For possible action)
7. **Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule.** [Attachment E](#) (For possible action)
8. **Discuss Future Agenda Items** (For possible action)

Nevada Department of Environmental Protection, Administrative Services  
Department of Health and Human Services, Division of Welfare Support Services  
State Library Archives and Public Records, Archives and Records
9. **Public Comment**

Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) The public may make comments via email to [records@admin.nv.gov](mailto:records@admin.nv.gov).
10. **Confirm time of next meeting** (For possible action)

Next meeting scheduled for November 10, 2021
11. **Adjourn** (For possible action)

## **General Information**

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Heather Hahn in writing at 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email [records@admin.nv.gov](mailto:records@admin.nv.gov) prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting Records Management at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: <http://www.nsla.nv.gov> (under Records Management, State Records Committee).

The material is also available by contacting Heather Hahn at 100 North Stewart St. Carson City, NV 89701 (775) 684-3423 [records@admin.nv.gov](mailto:records@admin.nv.gov)

### **This agenda has been posted at the following locations:**

Nevada State Library, Archives and Public Records  
100 North Stewart Street  
Carson City, NV 89701

NSLAPR website: [https://nsla.nv.gov/state\\_records\\_services](https://nsla.nv.gov/state_records_services)

As required by [NRS 232.2175](#): <https://notice.nv.gov/> Under the Department of Administration

**Attachment A**  
**Meeting Minutes for Approval**

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”  
Minutes for September 8, 2021*

**1: Call to Order, Welcome, Roll Call**

The meeting was called to order at 1:18 p.m. The meeting was held through teleconference in accordance with NRS 241 as it relates to meeting operations of public bodies.

**Committee Members:**

**Scott Anderson**, for Barbara K. Cegavske, Secretary of State – Present  
**Jerry Lindsay**, Governors Appointee – Present  
**Harry B. Ward**, for Aaron Ford, Nevada Attorney General – Present  
**Mike Strom**, Division Administrator, Nevada State Library, Archives and Public Records – Present  
**Maureen Martinez**, for Laura Freed, Director for the Department of Administration – Present  
**Alisanne Maffei**, for David Haws, Administrator, Enterprise Information Technology Services – Present

**Staff:**

**Sara Martel**, State Records Manager, Nevada State Library, Archives and Public Records – Present  
**Heather Hahn**, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

**Guests Present:**

None

**2: Public Comment**

**Comment may be limited to 5 minutes at the discretion of the Chair.**

There was no public comment made or received by staff prior to the meeting. Heather Hahn introduced Mike Strom as the new Administrator for the Nevada State Library, Archives and Public Records.

**3: Attachment A. Review and Approve the Minutes for May 12, 2021**

**Discussion and Vote:**

There was a discussion regarding the vote for the minutes as not all committee members present at this meeting were present at the May 12, 2021 meeting. Per Harry Ward, voting by members can be as to form and not as to content and still be compliant with the Open Meeting Law requirements. It was suggested that any concerns about the content of the minutes could be discussed at a future meeting. As such, the minutes were approved as presented. The motion was made by Harry Ward and the second was by Alisanne Maffei. The vote was unanimous.

**4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules**

**1. Board of Cosmetology**

**A. Title:** *Informal Citation Records*

**RDA:** *2021006*

## Attachment A

### Meeting Minutes for Approval

**Description:**

*These records document informal operational citations given by the Board. The records may include but are not limited to: citations with supportive documentation, photographs, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for ten (10) calendar years from the end of the calendar year in which the citation was issued.*

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative values.

**Agency review:**

The appraisal is supported by the Board of Cosmetology Records Officer.

**Justification for Modification of RDA 2021006:**

In the General Schedule RDA 2018025 addresses “formal actions on complaints”. According to the agency the records identified in this records series do not rise to the level of “formal actions on complaints”. Staff and the agency recommend the creation of this records series to address this disparity between the General Schedule and their records. Staff and the agency recommend an Authorized Retention of 10 calendar years to align this records series to General Schedule RDA 2006054 Licensing: Professional and Occupational Licensing – Investigations to ensure the agency’s retention of applicable records should the citation rise to the level or need to be included as part of a licensing investigation.

**B. Title:** *Compliance Review Records*

**RDA:** *2021007*

**Description:**

*These records document compliance reviews resulting in a written warning given by the Board that do not rise to the level of formal disciplinary action. The records may include but are not limited to: compliance review written warnings with supportive documentation, photographs, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for ten (10) calendar years from the end of the calendar year in which the compliance review warning was issued.*

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative values.

**Agency review:**

The appraisal is supported by the Board of Cosmetology Records Officer.

**Justification for Modification of RDA 2021006:**

In the General Schedule RDA 2018025 addresses “formal actions on complaints”. According to the agency the records identified in this records series do not rise to the level of “formal actions on complaints”. Staff and the agency recommend the creation of this records series to address this disparity between the General Schedule and their records. Staff and the agency recommend an Authorized Retention of 10 calendar years to align this records series to General Schedule RDA 2006054 Licensing: Professional and Occupational Licensing – Investigations to ensure the agency’s retention of applicable records should the citation rise to the level or need to be included as part of a licensing investigation.

## Attachment A

### Meeting Minutes for Approval

#### Discussion and Vote:

Harry Ward made a disclosure that he may have substituted for a Deputy Attorney General at a Cosmetology Board meeting 10 plus years ago. He added that he does not feel there is any bias or that it would interfere with his ability to make decisions on changes to retention schedules for the Cosmetology Board. As such, the proposals in Attachment B were approved as presented. The motion was made by Harry Ward and the second was by Alisanne Maffei. The vote was unanimous.

#### **5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules**

##### **1. Board of Cosmetology**

###### **A. Title: Schools of Cosmetology – *Licensing Records***

**RDA: 1991656**

#### **Description:**

*These records document the licensing of schools of cosmetology by the Board (NRS 644A). The records may include but are not limited to: licensing applications with supportive documentation, faculty documentation, enrollment documentation, physical location documentation (school floor plan), financial ability documentation, equipment documentation, financial reports, fees, insurance documentation, inspection reports, associated documentation, and related correspondence.*

~~This record series is an information file used to license and keep up to date with schools of cosmetology throughout the State of Nevada. In accordance with NRS 644.380 any person desiring to conduct a school of cosmetology in which any one or combination of the occupations of cosmetology are taught must apply to the board for a license, through the owner, manager or person in charge, upon forms prepared and furnished by the board. The file may contain: a detailed floor plan of the proposed school, the name, address and number of the license of the manager or person in charge and of each instructor, evidence of financial ability to provide the facilities and equipment required by regulations of the board and to maintain the operation of the proposed school for at least one year, proof that the proposed school will commence operation with an enrollment of not less than 25 bona fide students, the annual license fee, the name and address of the person designated to accept service of process. It may also contain financial reports, proof of insurance bonding, inspection sheets, correspondence, and other related documents.~~

#### **Authorized Retention:**

Retain for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the license expires or is terminated* ~~expiration of the license.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative and archival values.

#### **Agency review:**

The appraisal is supported by the Board of Cosmetology Records Officer.

#### **Justification for Modification of RDA 1991656:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In particular the change from NRS 644 to NRS 644A to ensure the records series reflects the agency's legal mandates. In addition, staff recommends the deletion of "a period of" and "expiration of the license" replacing it with "end of the calendar year in which the license expires or is terminated" to make a more consistent and defined trigger event

## Attachment A Meeting Minutes for Approval

### Discussion and Vote:

Chair Anderson asked staff if there were any additional concerns or comments that Committee members should be aware of before discussion. Heather Hahn advised there were no concerns or additional comments. Chair Anderson asked if any staff from the Cosmetology Board were attending via telephone, and Heather Hahn replied that they were not present. Chair Anderson asked staff if any further input was needed from staff at the Cosmetology Board. Heather Hahn replied that no further input was needed. Their staff reviewed the recommended changes and were in support. Harry Ward made the same disclosure as stated in the Discussion and Vote of Item #4. The proposals in Attachment C were approved as presented. The motion was made by Alisanne Maffei and the second was by Harry Ward. The vote was unanimous.

### 6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules

#### 1. Board of Cosmetology

A. Title: ~~Junior Operators Program~~

RDA: ~~1991653~~

#### Description:

~~This record series consists of the license file for junior operators in the State of Nevada. The file may contain: information sheet, application, training or hours completed, place of employment and the trainer's name.~~

#### Authorized Retention:

~~Retain for a period of three (3) calendar years from the expiration of the license.~~

#### Recommended Disposition:

~~Destroy Securely~~

#### NSLAPR staff recommendation:

Delete this RDA

#### Agency review:

The appraisal is supported by the Board of Cosmetology Records Officer.

#### Justification for Deletion of RDA 1991653:

According to the appraisal of previous records staff, this program was discontinued in 1987. There are no records currently being created related to this program. Staff recommends the deletion of this RDA.

### Discussion and Vote:

After asked by Chair Anderson, Heather Hahn stated that there was no further information from staff. Harry Ward made the same disclosure as stated in the Discussion and Vote of Item #4. The proposals in Attachment D were approved as presented. The motion was made by Mike Strom and the second was by Jerry Lindsay. The vote was unanimous.

### 7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

A. Title: Grants: Applications Not Funded - Applying Agency Records

RDA: 2005123

#### Description:



## Attachment A

### Meeting Minutes for Approval

*These records document an agency's application for grant (federal, state, or private organization) funding that is not awarded. The records may include but are not limited to: applications with supportive documentation, grant narrative, transmittal letters, denial letters, associated documentation, and related correspondence.*

~~These records are used by an agency to apply for a grant (federal, state or private organization) that was denied and not funded. The files consist of but are not limited to: Application material which may include federal forms such as SF-424 "Application for Federal Assistance" or "Facesheet"; Grant narrative; Transmittal letter, denial letter and related correspondence.~~

#### **Authorized Retention:**

*Retain for three (3) calendar years from the end of the calendar year in which the application is denied or final action was taken.*

~~Retain these records for as long as administratively useful but no longer than a period of three (3) calendar years from the date the application was denied or final action was taken.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

#### **Agency review:**

The appraisal is supported by the Grants Office Records Officer.

#### **Justification for Modification of RDA 2005123:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "Retain these records for as long as administratively useful but no longer than a period of three (3) calendar years from the date the application was denied, or final action was taken" replacing it with "Retain for three (3) calendar years from the end of the calendar year in which the application is denied or final action was taken" to ensure a more defined and consistent trigger event. This change is in compliance with 2 CFR § 200.334 regarding the awarding of Federal grant funding.

**B. Title:** Grants: Federal Grant - Real Property & Equipment Records

**RDA:** 2005127

#### **Description:**

These records document real property and equipment purchased with funds from federal grants subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). The records may include but are not limited to: grant application documents with supportive documentation, real property documentation including maps, plots, and title records, equipment records including purchase documentation, user manuals, and property ID documentation, tax documentation including assessment records, IRS tax documents, and state and local government tax documentation, disposition records including sales, transfers, or discarding records, associated documentation, and related correspondence.

#### **Authorized Retention:**

Retain for three (3) federal fiscal years from the *end of the federal fiscal year in which the property or equipment is disposed of, replaced, or transferred.* ~~date of the disposition, replacement or transfer of the property or equipment. When the federal granting agency requires a longer retention period, report this to the~~



## Attachment A

### Meeting Minutes for Approval

~~Records Management Program and these exceptions shall be placed onto the "agency specific records retention and disposition schedule" for said agency.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

#### **Agency review:**

The appraisal is supported by the Grants Office Records Officer.

#### **Justification for Modification of RDA 2005127:**

Staff recommends the deletion of "date of the disposition, replacement or transfer of the property or equipment. When the federal granting agency requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the "agency specific records retention and disposition schedule" for said agency" replacing it with "of the federal fiscal year in which the property or equipment is disposed of, replaced, or transferred" to ensure a more defined and consistent trigger event. This especially true for the notation allowing for a possible extension of the authorized retention which is not in line with 2 CFR § 200.334 (c).

**C. Title:** Grants: Federal Grants - Administrative Records

**RDA:** 2005125

#### **Description:**

*These records document the administration of federal grants subject to the Common Rules of Grants Management. The records may include but are not limited to: grant applications with supportive documentation, budget information (non-construction and construction), standard assurance documentation (non-construction and construction), grant narratives, grant amendments and cooperative agreements, accounting documentation, performance reports (annual, semi-annual and/or quarterly), subgrantee reports, associated documentation, and related correspondence.*

~~These records are used in the program administration of federal grants subject to the "Common Rule for Grants Management." Some federal granting agencies make exceptions to this "Common Rule," please see <http://www.whitehouse.gov/omb/grants/chart.html>. The files may include, but are not limited to: Copy of grant application documents including forms SF-424 Facesheet, SF-424a Budget Information (Non-construction), SF-424b Standard Assurances (Non-construction), SF-424c Budget Information (Construction) and SF-424d Standard Assurances (Construction); Grant narrative, amendments and copy of cooperative agreements; Copies of accounting & budget records; Performance reports (annual, semi-annual and/or quarterly); Subgrantee reports; Related correspondence.~~

#### **Authorized Retention:**

Retain ~~these records~~ for ~~the entire funding period plus~~ three (3) federal fiscal years from the *end of the federal fiscal year in which submission of the last final expenditure report and/or the final financial report is submitted.*

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

## Attachment A

### Meeting Minutes for Approval

#### Agency review:

The appraisal is supported by the Grants Office Records Officer.

#### Justification for Modification of RDA 2005125:

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of “these records”, “the entire funding period plus”, and “submission of the last” replacing it with “end of the federal fiscal year in which the final expenditure report and/or the final financial report is submitted” to ensure a more defined and consistent trigger event. This change is in compliance with 2 CFR § 200.334 regarding the awarding of Federal grant funding.

**D. Title:** Grants: Federal Grants - Appeals and Compliance Reviews

**RDA:** 2005129

#### Description:

These records document the appeals made to the federal regulatory agency concerning actions against state plans and the compliance reviews that occur during the life of the state plan. The records may include, but are not limited to: complaints, investigation reports, documentation of informal meetings to resolve differences, hearing and appeal documentation, plans for corrective action, compliance reviews, documentation of debarment and/or suspension, associated documentation, and related correspondence.

#### Authorized Retention:

Retain *for* three (3) federal fiscal years from the *end of the federal fiscal year in which the final action occurred*. ~~date of final action. When the federal granting agency requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the “agency specific records retention and disposition schedule” for said agency.~~

#### Recommended Disposition:

Permanent: Transfer to State Archives

#### NSLAPR staff recommendation:

The retention period meets administrative, archives, fiscal, and legal values.

#### Agency review:

The appraisal is supported by the Grants Office Records Officer.

#### Justification for Modification of RDA 2005129:

Staff recommends the deletion of “date of final action. When the federal granting agency requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the “agency specific records retention and disposition schedule” for said agency” replacing it with “end of the federal fiscal year in which the final action occurred” to ensure a more defined and consistent trigger event. This especially true for the notation allowing for a possible extension of the authorized retention which is not in line with 2 CFR § 200.334.

**E. Title:** Grants: Federal Grants - Financial Management Records

**RDA:** 2005126

#### Description:

## Attachment A

### Meeting Minutes for Approval

*These records document the financial management of federal grants subject to the Common Rule for Grants Management. The records may include but are not limited to: financial status reports, requests for advance reimbursement, outlay reports, requests for reimbursement of construction programs, federal cash transaction reports, indirect cost rate proposals, cost allocation plans, cost adjustment documentation, cash adjustment documentation, invoices, audit reports audit forms, financial statements, schedule of expenditures, audit finding summary schedules, corrective action plans, associated or supportive documentation, and related correspondence.*

~~These records are used in the financial management of federal grants subject to the "Common Rule for Grants Management." Some federal granting agencies make exceptions to this "Common Rule." See <http://www.whitehouse.gov/omb/grants/chart.html>. The files may include, but are not limited to: Financial reports, including Financial Status Report, Request for Advance or Reimbursement, Outlay Report and Request for Reimbursement for Construction Programs, Report of Federal Cash Transactions, etc.; Indirect cost rate proposals, cost allocation plans, cost adjustment documents, etc.; Cash adjustment documents, invoices, etc.; Audit records including Auditor Reports, audit data collection forms, financial statements, schedule of expenditures, summary schedule of prior audit findings, corrective action plans, etc.; Supportive documentation including copies of IFS Advantage printouts, executive budget printouts, accounting workpapers, spreadsheets, etc; Related correspondence.~~

#### **Authorized Retention:**

Retain ~~these records for the entire funding period plus~~ three (3) federal fiscal years *from the end of the federal fiscal year in which the final financial report is submitted.* ~~from the submission of the last expenditure report.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

#### **Agency review:**

The appraisal is supported by the Grants Office Records Officer.

#### **Justification for Modification of RDA 2005126:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "these records", "the entire funding period plus", and "from the submission of the last expenditure report" replacing it with "from the end of the federal fiscal year in which the final financial report is submitted" to ensure a more defined and consistent trigger event. This change is in compliance with 2 CFR § 200.334 regarding the awarding of Federal grant funding.

**F. Title:** Grants: Federal Grants - State Plan *Records*

**RDA:** 2005128

#### **Description:**

These records document state plans *as they relate to federal grant funding* ~~required by various laws and regulations.~~ The records may include but are not limited to: plan narratives *with including* amendments, ~~identifications of the~~ sole state agency *identification*, statewide program objectives ~~documentation~~, resource allocation plans, state assurances, area plans, state and federal certifications, funding formulas, evaluations, associated documentation, and related correspondence.

## Attachment A

### Meeting Minutes for Approval

#### **Authorized Retention:**

Retain for three (3) federal fiscal years from the *end of the calendar year in which* ~~date~~ the plan *is* ~~was~~ accepted or superseded. ~~When the federal granting agency requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the "agency specific records retention and disposition schedule" for said agency.~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archives, fiscal, and legal values.

#### **Agency review:**

The appraisal is supported by the Grants Office Records Officer.

#### **Justification for Modification of RDA 2005128:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends the deletion of "When the federal granting agency requires a longer retention period, report this to the Records Management Program and these exceptions shall be placed onto the "agency specific records retention and disposition schedule" for said agency" replacing it with "end of the calendar year in which" to ensure a more defined and consistent trigger event. This especially true for the notation allowing for a possible extension of the authorized retention which is not in line with 2 CFR § 200.334.

**G. Title:** Grants: State Grants - Applications Funded - Applying Agency Records

**RDA:**2005131

#### **Description:**

*These records document grants solely funded and/or administered by an agency of the State of Nevada. The records may include but are not limited to: applications with supportive documentation, grant narratives, award letters and agreements, assurances, financial and budget documentation, audit records with supportive documentation, progress reports, closure documentation, associated documentation, and related correspondence.*

~~These records document grants, funded solely with state funds, administered by a state agency when they concern: a government agency, private organization, or non-profit organization. These records may include but are not limited to: application materials, program narratives, award letter and agreements, assurances, financial and budget documentation, audit records with supportive documentation, progress reports, closure documentation, associated documentation, and related correspondence.~~

#### **Authorized Retention:**

Retain for three (3) fiscal years from the end of the fiscal year in which the final *action was taken.* ~~grant award payment is dated.~~

#### **Recommended Disposition:**

Destroy Securely

#### **NSLAPR staff recommendation:**

The retention period meets administrative, fiscal, and legal values.

#### **Agency review:**

## Attachment A

### Meeting Minutes for Approval

The appraisal is supported by the Grants Office Records Officer.

#### **Justification for Modification of RDA 2005131:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends the deletion of “grant award payment is dated.” replacing it with “final action was taken” to ensure a more defined and consistent trigger event.

#### **Discussion and Vote:**

Heather Hahn stated that the retention statement of some of the RDAs include the language “in which the final action occurred”. As this statement is not clearly defined, staff will be reviewing retention schedules which include this language and bringing suggested modifications before the Committee on a future agendas. There was discussion between Chair Anderson and Heather Hahn to clarify that each RDA will need to be presented to the Committee instead of a bulk approval for all RDAs containing that phrasing. Staff also clarified for Chair Anderson that the recommended verbiage is not known at this date so the changes could not be made during this meeting. Chair Anderson also asked staff if there was a need to have these RDAs approved at this meeting instead of waiting for the retention statement changes. Heather Hahn stated that based on the justifications provided and suggested changes, these changes should be approved during this meeting. The proposals in Attachment E were approved as presented. The motion was made by and Harry Ward, and the second was by Maureen Martinez. The vote was unanimous.

#### **8: 2021 Legislative Session Update**

#### **Discussion:**

There was discussion on AB 253 and the impact to Open Meeting Law and this Committee with Heather Hahn summarizing the changes. Harry Ward reiterated the changes and offered his assistance if Committee members had any questions. Chair Anderson asked staff if there were any other changes to law that would impact the Committee as many changes go into effect on October 1, 2021. Heather Hahn stated that she would do another review and meet with Chair Perondi to be ensure compliance before the next Committee meeting.

#### **9: Discuss future agenda items**

#### **Discussion:**

Heather Hahn stated that she has slightly changed the format that is contained in this section, so Committee members have a better understanding of the schedules being modified and the stage of the completion process.

Current Schedules out for review: Aging and Disability Services – Disabilities Program; Charter School Authority; DHHS Health Care Quality and Compliance; DHRM – Equal Employment Office; DOC – Inmate Services; DOC – Offender Management; Governor’s Office; NDEP – Director’s Office; DHHS – Public Health Preparedness; Taxation – Revenue Division.

Schedules staff currently working on/finalizing: Agriculture – Animal, Livestock, and Plant Industries; DHHS- Health Care Finance Policy; Welfare Services - Child Support Enforcement Program; NSLAPR – Archives and Records

Chair Anderson asked to confirm if meetings are being held monthly or bi-monthly. Heather Hahn confirmed that meetings are scheduled monthly. Chair Anderson asked if staff felt there are enough agenda items to justify a meeting October. Heather Hahn stated that based on the current items ready for the agenda, there are not enough to justify a meeting.

## Attachment A

### Meeting Minutes for Approval

#### **10: Public Comment**

There was no comment from the public made by mail, email, or telephone leading up to or during the meeting.

#### **11: Determine time of next meeting**

The next meeting will be held October 13, 2021 at 1:15 pm. The location and/or format will be determined after consultation with Chair, Kim Perondi.

#### **11: Adjourn**

The meeting was adjourned at 1:54 pm by the Chair, Scott Anderson.

## Attachment B

### Proposed New RDAs for Agency Specific Records Retention Schedules

#### 1. Department of Health and Human Services Aging and Disability Services Division

##### A. Title: *Death Reviews – Client Records*

RDA: *2021005*

##### Description:

*These records document client information as part of a death review conducted when a death occurs in a Division facility or program (42 CFR 483.374 (c), NRS and NAC 433). The records may include but are not limited to: Serious Occurrence Reports (SOR), death records (coroner's report, death certificate toxicology reports, etc.), Division administrator's report, medical director's report, primary clinician reports with supportive documentation/recommendations, law enforcement reports, Statewide Performance Improvement Officer's report, staff debriefing report, medical chart audit, associated documentation, and related correspondence.*

##### Authorized Retention:

*Retain for six (6) calendar years from the end of the calendar year in which the review was closed.*

##### Recommended Disposition:

*Destroy Securely*

##### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

##### **Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Health and Human Services Aging and Disability Services Division.

##### **Justification for New RDA 2021005:**

Staff has drafted this records series to differentiate death review records to be transferred to the State Archives and records the agency must retain to meet their regulatory mandate. The proposed new records series has been approved by the State Archives Manager and the agency.

#### 2. Department of Agriculture, Plant Industry Division

##### A. Title: *Producer and Vendor Certificates*

RDA: *2018007*

##### Description:

*These records document the approval of producers and vendors for selling produce in Nevada pursuant to NRS 561 and 576. The records may include but are not limited to: applications, invoices, enforcement actions, certificates, associated documentation, and related correspondence.*

##### Authorized Retention:

*Retain for three (3) calendar years from the end of the calendar year in which the certificates expired.*

##### Recommended Disposition:

*Destroy Securely*

##### **NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.



## Attachment B

### Proposed New RDAs for Agency Specific Records Retention Schedules

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for New RDA 2018007:**

A current schedule does not exist for this record series. With the approval of this RDA, the agency will be allowed to destroy these records once they have reached the end of their retention period. Three years retention will allow for legislative reporting and audit cycles.

**B. Title:** *Hemp Certification/Registration Records***RDA:** 2018008**Description:**

*These records document the certification/registration of industrial hemp products (NRS 557). The records may include but are not limited to: applications for certification with supportive documentation, certification numbers, concentration analysis reports, seed import documents, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for three (3) calendar years from the end of the calendar year of the date of certification or registration expiration.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for New RDA 2018008:**

A current schedule does not exist for this record series. With the approval of this RDA, the agency will be allowed to destroy these records once they have reached the end of their retention period. Three-year retention will allow for legislative reporting and audit cycles and aligns with the retention requirements for the growers.

**C. Title:** *Noxious Weed Control Program – Producer Certification Records***RDA:** 2018009**Description:**

*These records document the certification of weed free forage and gravel required for use on federal lands (43 CFR 8365.1 implemented through NRS 555). The records may include but are not limited to: enforcement actions, certificates of inspection, transit certificates, billing sheets and/or invoicing, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for three (3) calendar years from the end of the calendar year in which the inspection was completed.*

**Recommended Disposition:**

*Destroy Securely*

## Attachment B

### Proposed New RDAs for Agency Specific Records Retention Schedules

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for New RDA 2018009:**

A current schedule does not exist for this record series. With the approval of this RDA, the agency will be allowed to destroy these records once they have reached the end of their retention period. Three-year retention will allow for legislative reporting and audit cycles.

**D. Title:** *Noxious Weed Control Program – Enforcement Records*

**RDA:** 2019005

**Description:**

*These records consist of enforcement actions taken by the department for the control of state listed noxious weeds as listed in NAC 555.010. These records may consist of, but are not limited to: letters of enforcement, investigation reports, associated documentation, and related correspondence.*

**Authorized Retention:**

*Retain for three (3) calendar years from the end of the calendar year of the end in which the last action was taken.*

**Recommended Disposition:**

*Destroy Securely*

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for New RDA 2019005:**

A current schedule does not exist for this record series. With the approval of this RDA, the agency will be allowed to destroy these records once they have reached the end of their retention period. Three years retention will allow for legislative reporting and audit cycles.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### 1. Department of Corrections, Offender Management

A. Title: *Inmate Daily Movement Records* ~~Departmental Count Sheet~~

RDA: 1991496

**Description:**

*These records document the daily movements of inmates among correctional institutions, outside medical facilities, internal medical facilities, work programs, court appearances, etc. (DOC Administrative Regulation 570). The records may include but are not limited to: inmate final count reports, month end daily count reports, associated documentation, and related correspondence.*

~~This record series is used to track the daily movement of inmates among institutions, medical facilities outside the institutions, medical/mental health units within the system, court appearances and other movements (fire fighting, etc.). Includes data on ID number, name, movement, counts (number of movements, etc.) for each institution. (DOC Administrative Regulation 570)~~

**Authorized Retention:**

Retain for ~~a period of three (3)~~ *seven (7)* calendar years from the end of the calendar year in which the *report* ~~count sheet~~ was created.

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Offender Management.

**Justification for Modification of RDA 1991496:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff and the agency recommends increasing the authorized retention from three calendar years to seven calendar years to allow for these records to be kept the same amount of time as other similar records in this retention schedule to ensure continuity of information regarding an inmate. This change does not affect the agency's compliance with DOC Administrative Regulation 570. In addition, staff recommends the deletion of "a period of three (3)", and "count sheet" replacing it with "the calendar year in which the report was created" to ensure a more consistent and defined trigger event.

B. Title: Inmate *Records* ~~File~~: Permanent

RDA: 2016015

**Description:**

*These records consist of documentation related to an inmate that has enduring historical value for permanent preservation. (NRS 209.351 and DOC Administrative Regulations 560 and 561). The records may include but are not limited to: mug shot, fingerprints, Federal Bureau of Investigation (FBI) National Bureau of Criminal Identification documentation, District Attorney's statement of fact, judgements, certificates of extradition, certificates of application for commutation of sentence, conditional pardon, pardon, parole, or restoration of citizenship, internal referrals, Board of Parole Commissioners documentation, Boards of Pardons documentation, Board of Pardons and Parole Commissioners documentation, inmate correspondence official and personal, newspaper accounts, associated documentation, and related correspondence.*

~~The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a~~

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

~~receiving institution. The permanent record consists of: mug shot and physical description and fingerprints; judgment of conviction, amended judgments and court orders; District Attorney's Statement of Fact; inmate classification report; Official certificates for commutation of sentence, conditional pardon, pardon, parole, restoration of citizenship; Parole and Probation records including reports of violations and revocations; Department of Justice Federal Bureau of Investigation National Bureau of Criminal Identification.~~

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ seven (7) calendar years *from the end of the calendar year in which the inmate is released from the system* ~~from the date of release from the system.~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Offender Management.

#### **Justification for Modification of RDA 2016015:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "these records", "a period of", and "from the date of release from the system" replacing it with "from the end of the calendar year in which the inmate is released from the system" to ensure a more consistent and defined trigger event.

**C. Title:** Inmate ~~Records File~~: Notorious/Infamous

**RDA:** 2016016

#### **Description:**

*These records consist of documentation related to an inmate that has been identified as notorious or infamous (Definition: the case or inmate attained contemporary public notoriety, the case or inmate received significant media coverage, the case caused the state to develop or utilize new methods or technology, the case or inmate are frequently cited in scholarly or other works, the case of inmate caused a change in laws or policies, the case affected a large portion of a community, the case or inmate was viewed by a community as important or significant, the case or inmate is controversial, the case or inmate is or was the subject of a book or feature film, or the case or inmate incurred a large restitution, etc.)(NRS 209 and DOC Administrative Regulations 560 and 561). The records may include but are not limited to: the inmate's central file (C-File), the inmate's institutional file (I-File), and the inmate's permanent records with duplicated documentation removed, associated documentation, and related correspondence.*

~~The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. Some of these inmate files document notorious/Infamous/ Historically Significant inmates. Inmate files are considered Notorious/Infamous if: the case/inmate attained contemporary public notoriety; the case/inmate received significant media coverage; the inmate case caused the state to develop or utilize new methods or technologies; the case/inmate is frequently cited in scholarly or profession literature or other resources; the case/inmate caused a change in policies or laws; the case affects a large portion of the community; the case/inmate was controversial; the case/inmate was generally viewed by the community as important or significant; the case/inmate was the subject of a well-known book or feature film; the case/inmate incurred large restitution amounts. The records include but are not limited to: Inmate Central File (C-File); Inmate Institutional File; Inmate File (Permanent Record);~~

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

~~newspaper accounts; correspondence (official and personal); and applications for commutation of sentence, conditional pardon, pardon, and parole restoration of citizenship.~~

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ seven (7) calendar years *from the end of the calendar year in which the inmate is released from the system* ~~from the date of release from the system.~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Offender Management.

#### **Justification for Modification of RDA 2016016:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "these records", "a period of", and "from the date of release from the system" replacing it with "from the end of the calendar year in which the inmate is released from the system" to ensure a more consistent and defined trigger event.

#### **D. Title:** Inmate Information Statistical Reports

**RDA:** 1991497

#### **Description:**

*These records document statistical reports related to inmate information. The records may include but are not limited to: inmate census summaries, intake and release documentation, demographic information, inmate classification statuses, supportive research and planning documentation, associated documentation, and related correspondence.*

~~This record series consists of statistical reports on inmate information prepared by the Division. The series may include: daily/monthly/biannual/annual/or on request statistical summaries for inmate census, intake and release, demographics, classification status, research and planning, and miscellaneous data.~~

#### **Authorized Retention:**

Retain for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the report is submitted* ~~date of the report.~~

#### **Recommended Disposition:**

Permanent: Transfer to State Archives

#### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Offender Management.

#### **Justification for Modification of RDA 1991497:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "a period of", and "date of the report" replacing it with "end of the calendar year in which the report is submitted" to ensure a more consistent and defined trigger event.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

E. Title: Inmate ~~Records: Master Institutional File (I-File)~~

RDA: 1992718

**Description:**

*These records document the correctional supervision of an individual inmate (NRS 209 and DOC Administrative Regulations 560 and 561). The records may include but are not limited to: an inmates Central File (C-File) documentation (does not include records referenced in RDA 2016015), an inmates Institutional File (I-File) documentation (does not include records referenced in RDA 2016015), associated documentation, and related correspondence.*

~~The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. The I file is a compilation of criminal history record information (documents) and records of correctional supervision concerning individual inmates. This complete record is maintained at the institution where the inmate is housed.~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ seven (7) calendar years from the *end of the calendar year in which the inmate is released from the system* ~~date of release from the system~~.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Offender Management.

**Justification for Modification of RDA 1992718:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "these records", "a period of", and "date of release from the system" replacing it with "end of the calendar year in which the inmate is released from the system" to ensure a more consistent and defined trigger event.

F. Title: Inmate ~~Inventory/Transfer~~ *Records Sheet File*

RDA: 1991501

**Description:**

*These records consist of documentation generate in course of an inmate transfer. The records may include but are not limited to: inmate inventory/transfer forms, New Commitment Property forms, inmate money inventory forms, associated documentation, and related correspondence.*

~~This record series consists of the Inmate Inventory/Transfer Sheet form, completed for each inmate transferred within the Department, consisting of an inventory of all property transported as allowed.~~

**Authorized Retention:**

Retain for ~~a period of~~ three (3) calendar years from the *end of the calendar year in which the inmate is transported* ~~date of transportation~~.

**Recommended Disposition:**

Destroy



## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Offender Management.

**Justification for Modification of RDA 1991501:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Changes made to the description encompass RDA 1991500 New Commitment Property and Money Inventory File as they are related to the transportation of inmates. In addition, staff recommends the deletion of "a period of", and "date of transportation" replacing it with "end of the calendar year in which the inmate is transported" to ensure a more consistent and defined trigger event.

**G. Title:** Work and Meritorious Credits Reports

**RDA:** 1991494

**Description:**

*These records document work and/or meritorious credits earned by an inmate (DOC Administrative Regulation 563). The records may include but are not limited to: work or meritorious credit reports, associated documentation, and related correspondence.*

~~This record series consists of reports received from Department of Corrections institutions and facilities detailing work and meritorious credits earned by an inmate. Credits are documented for the purpose of awarding "good time" sentence credits. [DOC Administrative Regulation 563].~~

**Authorized Retention:**

*Retain for three (3) calendar years from the end of the calendar year in which the report is submitted.*

~~After verification of data entry retain for a period of three (3) calendar years from the end of the calendar year which the report was written.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Offender Management.

**Justification for Modification of RDA 1991494:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends the deletion of "After verification of data entry retain for a period of three (3) calendar years from the end of the calendar year which the report was written" replacing it with "Retain for three (3) calendar years from the end of the calendar year in which the report is submitted." to ensure a more consistent and defined trigger event without the internal process notation.



## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### 2. Department of Health and Human Services Aging and Disability Services Division

##### A. Title: Death Reviews – *Facility Records*

RDA: 2006267

##### **Description:**

*These records document the death review conducted when a death occurs in a Division facility or program (42 CFR 483.374 (c), NRS and NAC 433). The records may include but are not limited to: death reports, Performance Improvement Serious Occurrence/ Death Review Committee reports with supportive documentation, quality assurance biennial reports, Agency and Statewide Death Assessment Committees (DAC'S) reports, corrective action plan and follow-up reports with supportive documentation, associated documentation, and related correspondence.*

~~This record series documents the reviews made when clients die within any Division facility or Program, and is used to assess and improve the performance of services to patients (See 42 CFR 483.374 (c), NRS 433.544). The records may include, but are not limited to: Serious Occurrence Reports (SOR), copies of death records (Coroner's Report, Death Certificate, toxicology reports, etc.), law enforcement reports, staff debriefing report, summary of primary clinician with recommendations, clinical record audit (Medical Chart Audit), corrective action plan and follow-up reports (including SOR's), death reports (Division Administration, Medical Director, Statewide Performance Improvement Officer, etc.), Performance Improvement Serious Occurrence/ Death Review Committee reports (including investigation, Death Review Report, Medical Director review and report, Agency Director review and report, etc.), Quality Assurance Biennial Report, related correspondence and similar documentation. The records also include committee reports and records: Agency and Statewide Death Assessment Committees (DAC'S).~~

##### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ six (6) calendar years from the end of the calendar year in which the review was closed.

##### **Recommended Disposition:**

Permanent: Transfer to State Archives

##### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

##### **Agency review:**

The appraisal is supported by the Records Officer for the Nevada Department of Health and Human Services Aging and Disability Services Division.

##### **Justification for Modification of RDA 2006267:**

According to the State Archives Manager, the Archives wants to retain death review documentation related to the division, facility, or program, not an individual client. Staff has created a new records series, RDA 2021005 Death Reviews – Client Records to encompass the records that need to be retained by the agency, but do not need to be transferred to the State Archives to ensure the agency continues to meet their regulatory mandates. Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. In addition, staff recommends removing “these records” and “a period of” to make a more concise trigger event. The proposed modifications have been approved by the State Archives Manager and the agency.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### 3. Department of Agriculture, Plant Industry Division

##### A. Title: Apiary Inspection Reports

RDA: 1992607

##### Description:

*These records consist of ~~This record series contains~~ apiary inspection reports completed in accordance with NRS 552.160; 552.205; and 552.215. The records may include but are not limited to: inspection reports with supportive documentation, Africanized Honeybees permit/questionnaire, associated documentation, and related correspondence.*

##### Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the report was finalized.* ~~following the date of the report.~~

##### Recommended Disposition:

Destroy

##### NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

##### Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

##### Justification for Modification of RDA 1992607:

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. A review by the Plant Industry Division determined that the Africanized Honeybees permits/questionnaires were not previously addressed on the schedule and should be included within this RDA. Staff recommends removing "following the date of the report." and replacing it with "from the end of the calendar year in which the report was finalized" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

##### B. Title: Apiary Test Records

RDA: 1992684

##### Description:

*These records document the test results and diagnosis of infectious, contagious, and/or parasitic diseases of bees (NRS 561 and NRS 552). The records may include but are not limited to: test result and diagnosis documentation with supportive documentation, associated documentation, and related correspondence.*

~~The record series contains the official test results of the diagnosis of infectious, contagious, and parasitic diseases of bees (NRS 561.305(2)) as necessary under the provisions of NRS 552.085 to 552.310 inclusively~~

##### Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the findings were reported.* ~~following date of report of findings.~~

##### Recommended Disposition:

Destroy

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Modification of RDA 1992684:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing “following date of report of findings.” and replacing it with “from the end of the calendar year in which the findings are reported.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event

**C. Title:** Certified Seed Registration **Records Files****RDA:** 1992635**Description:**

**These records consist of** ~~This record series contains~~ field registration records pursuant to NRS ~~587.015 to 587.123, inclusive~~ and NAC 587.010 through 587.220, inclusive. **The record may include but are not limited to:** ~~The file may contain:~~ (1) application for seed certification, and renewal application **s with supportive documentation;** (2) permanent field certification number **s;** (3) seed tags; (4) field inspection reports; (5) seed movement permit **s;** (6) seed laboratory test **results;** (6) certified seed blending permit **s;** (7) **associated documentation, and related correspondence.** ~~related correspondence, and similar information.~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the expiration date~~ **from the end of the calendar year in which the certification expired, was denied, or withdrawn.**

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Modification of RDA 1992635:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing “following the expiration date.” and replacing it with “from the end of the calendar year in which the certification expired, was denied, or withdrawn.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**D. Title:** Commercial Fertilizers and Agricultural Minerals Registration **Records File** **RDA:** 1992610**Description:**

**These records document** ~~This record series contains information used for~~ the registration of ~~each brand and grade of~~ commercial fertilizer and agricultural minerals ~~s being offered for sale, sold or distributed in the sState (NRS 588). pursuant to NRS Chapter 588.~~ **The record may include but is not limited to:**

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

~~The file may contain: (1) application~~s for registration, ~~(NRS 588.180); (2) guaranteed analysis showing the minimum percentage and source of plant food claimed, (NRS 588.180(1)(c) and NRS 588.190); (3) labels or tags, (NRS 588.200); laboratory analysis and test results, (NRS 561.305(8); and (5) associated documentation, and related correspondence. NRS 588.180, NRS 588.190, NRS 588.200, NRS 561.305(8) related correspondence, and similar information.~~

#### **Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the expiration date from the end of the calendar year in which the registration expired, was denied, or withdrawn.~~

#### **Recommended Disposition:**

Destroy

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

#### **Justification for Modification of RDA 1992610:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing "following the expiration date." and replacing it with "from the end of the calendar year in which the registration expired, was denied, or withdrawn." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

- E. **Title:** Cooperative Agricultural Pest Survey *and Plant Protection Act (PPA) Survey Records*  
~~Field Data Work Sheet~~ **RDA:** 1992608

#### **Description:**

~~These records document This record series contains~~ the Cooperative Agricultural Pest Survey (CAPS) *and PPA survey related to pest sampling field data sheets used for compiling statistical data* in accordance with the cooperative agreement between the State Department of Agriculture, the U.S. Department of Agriculture, the Animal and Plant Health Inspection Service (APHIS), and the Plant Protection and Quarantine (PPQ) Programs *(NRS 561 and 7 C.F.R. §110.3(d)). The records may include but are not limited to: survey sample documentation, final lab results, Statistical data is entered into the state diagnostic database, associated documentation, and related correspondence. State CAPS Data Base which is maintained in Reno. NRS 561.245,*

#### **Authorized Retention:**

*Retain for three (3) calendar years from the end of the calendar year in which the report was finalized. Retain until verification of data entry, and dispose of when no longer administratively useful to the department.*

#### **Recommended Disposition:**

Destroy

#### **NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

#### **Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

#### Justification for Modification of RDA 1992608:

A review by the Plant Industry Division determined that the PPA Survey was not previously addressed on the schedule and is being added to this RDA. Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. The three-year retention covers the two years required for the PPA plus and additional year for legislative reporting. Staff recommends the updated retention statement "Retain for three (3) calendar years from the end of the calendar year in which the report was finalized" in the retention statement makes a more defined and accurate trigger event.

#### F. Title: Federal-State Inspection Certificate~~s~~

RDA: 1992638

##### Description:

*These records consist of* ~~This record series contains~~ inspection ~~records~~ *certificates* pertaining to the Cooperative Agreement between the *U.S. Department of Agriculture (USDA)* ~~Agricultural Marketing Service and the Nevada~~ Department of Agriculture for shipping point inspection. *The records may include but are not limited to:* ~~The file contains f~~ederal- ~~s~~State ~~i~~nspection ~~c~~ertificates and worksheets, *associated documentation, and related correspondence.*

##### Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the date of the certificate~~ *from the end of the calendar year in which the certificate expired.*

##### Recommended Disposition:

Destroy

##### NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

##### Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

#### Justification for Modification of RDA 1992638:

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing "following the date of the certificate." and replacing it with "from the end of the calendar year in which the certificate expired." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

#### G. Title: General and Restricted-Use Pesticides Reports

RDA: 1992621

##### Description:

*These records document* ~~This record series contains documentation of~~ routine inspection~~s~~, investigation~~s~~ of violations, and enforcement activities for general and restricted-use pesticides (*NRS 555, 561, 586 and 40 CFR Part 171*). *The records may include but are not limited to:* ~~The file includes: (1) applicator use investigation reports; (2) producer establishment investigation reports; (3) manufacturer, seller, and user records inspections; (4) laboratory analysis and testing results, associated documentation, and related correspondence. and (4) related information. NRS 561.305(5) [pursuant to the Federal Insecticide, Fungicide, and Rodenticide Act, as amended; 40 CFR Part 171; NRS 555.2605 through 555.460 inclusively, and NRS 586.010 through 586.700 inclusively]~~

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the date of the report.~~ *from the end of the calendar year in which the report was finalized.*

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Modification of RDA 1992621:**

Staff recommends the additions and deletions to the description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing “following the date of the report.” and replacing it with “from the end of the calendar year in which the report was finalized.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. Since the numbering of objects in the description are not referenced in the retention or disposition statements, staff recommends they be removed.

H. Title: Pest Control Operator Monthly Use Reports

RDA: 1992630

**Description:**

*These records consist of* ~~This record series contains~~ the monthly report ~~of~~ *made by* pest control operators ~~submitted pursuant to (NRS 555.390 and NAC 555.410(4)).~~ *The records may include but are not limited to: pest control operator reports with supportive documentation, associated documentation, and related correspondence.*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of three (3)~~ *five (5)* calendar years *from the end of the calendar year in which the report was submitted.* ~~following the date of the report.~~

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Modification of RDA 1992630:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. The retention time change will allow the operator's records to be reviewed for violations for the previous five years per NAC 555.2572 stating “each repeated violation of a statute or regulation which occurs within 5 years or less from the date of the first violation.” The records need to be held for the five-year term to allow for such a review. Staff recommends removing “following the date of the report.” and replacing it with “from the end of the calendar year in which the report was submitted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.



## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

I. Title: *Pest Control Operator* (PCO): Training Program Accreditation ~~Approvals~~ RDA: 2014193

**Description:**

These records document the accreditation of courses for continuing education for PCO ~~recertification~~. (~~See NRS 555.340 and NAC 555~~). *The records may include but are not limited to: The files may contain, but are not limited to: applications with supportive documentation, with associated documentation; notification of accreditation certification or denial of accreditation; certification modification records; withdrawal and/or suspension documentation, associated documentation, and related correspondence.*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of seven (7)~~ *five (5)* calendar years from the end of the calendar year *in which the recertification was approved, denied, or withdrawn.* ~~to which they pertain.~~

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Modification of RDA 2014193:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff and the agency recommend the five-year retention to better align the agency's retention schedule with NRS and NAC 555 which specifies accredited course records be retained for 4 years and RDA 1992630 Pest Control Operator Monthly Use Reports which specify operator reports be retained for 5 years to allow for proper documentation should an investigation into the operator arise. Staff recommends removing "to which they pertain." and replacing it with "in which the recertification was approved, denied, or withdrawn." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

J. Title: Pesticide Registrations *Records*

RDA: 2001029

**Description:**

These records document registered pesticides (~~see NRS 586.040 to 586.450~~). *The records may include but are not limited to: The records may contain, but are not limited to: application for/notification of, state registration of a pesticide; specimen labels, supplemental labeling, and/or revised labels; product data sheets; ingredient statements; Environmental Protection Agency (EPA) registration number documentation, labeling accompanying the pesticide and statement of all claims, full description of tests made and results, compliance documentation, associated documentation, and related correspondence. and; related correspondence.*

**Authorized Retention:**

Retain ~~this record series~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which after the date* the pesticide becomes inactive.

**Recommended Disposition:**

Destroy Securely



## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Modification of RDA 2001029:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing “after the date.” and replacing it with “from the end of the calendar year in which” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**K. Title:** Pesticides Report~~s~~ for Pesticide-Producing Establishments and Poison Register~~s~~**RDA:** 1992640**Description:**

*These records consist of* ~~This records series contains~~ reports made to *the* Environmental Protection Agency (EPA) detailing the amounts of toxicant (strychnine alkaloid paste/bait) manufactured and sold by the *Nevada* Department of Agriculture each year ~~(in accordance with the Federal Insecticide, Fungicide, and Rodenticide Act, 7 USC Sect. 136(e) and 40 CFR Ch. 1E, Part 167.90).~~ The *records may include but are not limited to: EPA reports with supportive documentation, the* poison register *with supportive documentation, is the record of all transactions made for restricted use pesticides by the department, associated documentation, and related correspondence.*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the date of the report.~~ *from the end of the calendar year in which the report was submitted.*

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Modification of RDA 1992640:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing “following the date of the report.” and replacing it with “from the end of the calendar year in which the report was submitted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**L. Title:** Plant Disease *Diagnostic* ~~Determination~~ Reports**RDA:** 1992632**Description:**

*These records document* ~~This record series contains documentation of~~ the diagnosis of plant diseases and disorders ~~made pursuant to (NRS 555.010 and 561.305(4)).~~ *The record may include but are not*

## Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules  
*limited to: plant sample submission forms, laboratory worksheets, plant diagnostic reports, photos, descriptions of plant problems, associated documentation, and related correspondence.*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the report was created.* ~~following the date of the report.~~

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Modification of RDA 1992632:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing "following the date of the report." and replacing it with "from the end of the calendar year in which the report was created." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**M. Title:** ~~Poultry Products~~ *Egg* Inspection ~~Records Files~~

**RDA:** 1992615

**Description:**

*These records document the* ~~This record series contains documentation of~~ mandatory inspections of poultry *egg* products conducted per agreement between the Nevada Department of Agriculture and *U.S. Department of Agriculture (USDA)* Agricultural Marketing Service. The *records may include but are not limited to:* ~~file contains~~ the USDA Poultry Products Grading Certificate *s with supportive documentation which includes:* (1) applicant information,; (2) product site *documentation*,; (3) ~~amount of material~~ *number of products* inspected, *product physical inspection documentation*,; (4) grade of product,; (5) temperature of product,; *associated documentation*, and (6) related correspondence ~~and similar material.~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years *from the end of the calendar year in which the inspection occurred.* ~~after the date of inspection.~~

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Modification of RDA 1992615:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing "after the date of inspection." and replacing it with "from the end of the calendar year in which

## Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules  
the inspection occurred.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. Since the numbering of objects in the description are not referenced in the retention or disposition statements, staff recommends they be removed.

**N. Title:** *Regulatory/Certified* Seed Analysis Reports

**RDA:** 1992636

**Description:**

*These records consist of* ~~This record series contains~~ reports pertaining to the sampling, inspection, analysis, and testing of ~~both~~ regulatory and certified seed samples (~~pursuant to the~~ Federal Seed Act; 7 USC 1551-1661; NRS ~~and NAC 587, and .081 and NRS 561.305(7), and NAC 587.010 to 587.810~~). ~~The file may contain:~~ *The records may include but are not limited to:* (1) requests for seed tests; (2) seed analysis reports; *associated documentation*, and (3) related correspondence. ~~and similar material.~~

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the date of the report.~~ *from the end of the calendar year in which the report was finalized.*

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Modification of RDA 1992636:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing “following the date of the report.” and replacing it with “from the end of the calendar year in which the report was finalized.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. Since the numbering of objects in the description are not referenced in the retention or disposition statements, staff recommends they be removed.

**O. Title:** Wood-Destroying Pests Inspection Reports

**RDA:** 1992631

**Description:**

*These records consist of* ~~This record series contains~~ reports of wood-destroying pests submitted by pest control operators ~~in accordance with~~ (NAC 555).~~430,~~ *The records may include but are not limited to: wood-destroying pest reports with supportive documentation, associated documentation, and related correspondence.*

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the date of the report.~~ *from the end of the calendar year in which the report was finalized.*

**Recommended Disposition:**

Destroy

## Attachment C

### Proposed Modification RDAs for Agency Specific Records Retention Schedules

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Modification of RDA 1992631:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. Staff recommends removing "following the date of the report." and replacing it with "from the end of the calendar year in which the report was finalized." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

#### 4. Department of Agriculture, Plant Industry Division - Transfer

**A. Title:** Feed Analysis Reports ~~File~~**RDA:** 1992623**Description:**

~~These records document the analysis of~~ This record series contains information pertaining to the commercial feed for livestock program pursuant to (NRS 587.670 through 587.690, inclusively and NAC 587.500 through 587.630 inclusively). ~~The records may include but are not limited to: The file contains commercial feed analysis reports, associated documentation, and related correspondence. and similar information.~~ **The records may include but are not limited to:** commercial feed analysis reports, **associated documentation, and** related correspondence.

**Authorized Retention:**

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the date of the report.~~ **from the end of the calendar year in which the report was finalized.**

**Recommended Disposition:**

Destroy

**NSLAPR staff recommendation:**

The retention period meets administrative and legal needs.

**Agency review:**

The appraisal is supported by the Records Officers for the Department of Agriculture, Plant Industry and Animal Industry Divisions.

**Justification for Transfer and Modify RDA 1992623:**

Staff recommends the additions and deletions to the title and description to ensure the verbiage encompasses all components of the records series more concisely and accurately. The Department of Agriculture, Plant Industry Division is longer the office of record for the record series. The office of record is now the Department of Agriculture, Animal Industry Division. The agency is aware of the request to transfer and is in agreement. Staff recommends removing "following the date of the report." and replacing it with "from the end of the calendar year in which the report was finalized" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

#### 1. Department of Corrections, Offender Management

A. Title: ~~Inmate Central File (C-File)~~

RDA: ~~1992717~~

**Description:**

~~The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561: the Institutional file and the Central file. The Central file [a partial compilation of criminal history record information (documents) and records of correctional supervision] is maintained in Central Office for the purpose of recording and maintaining matters concerning the inmate's legal status, including: commitment information, release computation, detainers, classification, management information system, statistics and planning and certain confidential information relating to Central Monitoring Cases. All other record responsibilities are delegated to the institutions and are processed using the Institutional file.~~

**Authorized Retention:**

~~Retain these records for a period of seven (7) calendar years from the date of release from the system.~~

**Recommended Disposition:**

~~Destroy Securely~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Corrections, Offender Management.

**Justification for Deletion of RDA 1992717:**

Changes made to RDA 1992718 Inmate Institutional File (I-File) of this schedule makes this records series redundant. Staff recommends the deletion of this records series.

B. Title: ~~New Commitment Property and Money Inventory File~~

RDA: ~~1991500~~

**Description:**

~~This record series consists of a New Commitment Property and Money Inventory form for each inmate transported by the administrative transportation section. Information consists of the amount of funds and itemized property and valuables.~~

**Authorized Retention:**

~~Retain for a period of three (3) calendar years from the date of the transportation.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Department of Corrections, Offender Management Records Officer.

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

#### Justification for Deletion of RDA 1991500:

With the proposed changes to RDA 1991501 Inmate Inventory/Transfer Sheet File, this records series is redundant. Staff recommends the deletion of this RDA.

#### 2. Department of Agriculture, Plant Industry Division

##### A. Title: ~~Pesticides Registration File~~

RDA: ~~1992611~~

##### Description:

~~This record series contains information used for the registration of every pesticide which is distributed, sold, or offered for sale within this state, or delivered for transportation or transported in interstate commerce between points within this state through any point outside this state pursuant to NRS Chapter 586 and NAC Chapter 586. The file may contain: (1) application for registration of pesticides (NRS 586.250); (2) complete copy of labeling accompanying the pesticide and statement of all claims to be made for it (NRS 586.(c); (3) full description of tests made and the results (NRS 586. (d); (4) special use permit (NRS 586.405); (5) application for dealer's license to sell restricted-use pesticides (NRS 586.406); (6) laboratory analysis and testing results (NRS 561.305(5)); and (7) related correspondence, and similar material.~~

##### Authorized Retention:

~~Retain these records for a period of three (3) calendar years following the expiration date.~~

##### Recommended Disposition:

~~Destroy~~

##### NSLAPR staff recommendation:

Delete this RDA

##### Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

#### Justification for Deletion of RDA 1992611:

After agency review this RDA is being combined with "Pesticide Registrations" RDA: 2001029 each record series has the similar description, retention and disposition with the exception of "laboratory analysis and testing" which is moving to General and Restricted-Use Pesticides Reports RDA: 1992621. "Application for dealer's license to sell Restricted-Use Pesticides" is addressed in General Schedule RDA 2005125 Grants: Federal Grants - Administrative Records & Grants as this program is part of a federal grant. Staff and the agency recommend the deletion of this records series.

##### B. Title: ~~Apiary Serial Index Cards~~

RDA: ~~1992605~~

##### Description:

~~This record series contains index cards used to brand new hives by name and number by county pursuant to NRS 552.090.~~

##### Authorized Retention:

~~Retain until verification of data entry into a computerized system which permits the retrieval and reproduction of data. Retain the information in the data base permanently, and dispose of cards when no longer useful to the department.~~

## Attachment D

### Proposed Deletion RDAs for Agency Specific Records Retention Schedules

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Deletion of RDA 1992605:**

The index cards are no longer used, all previous cards have been destroyed per retention. This function was repealed by statute (Chapter 526 Statutes of Nevada 2015, at page 3642). All records previously received by the Division have been destroyed per retention.

**C. Title:** ~~Junior Agricultural Loan Program Applicant File~~

**RDA:** ~~1992624~~

**Description:**

~~This record series contains information used to process loans for the youth of Nevada for agricultural projects pursuant to NRS 561.405 and 561.425 through .465. The file may contain: (1) loan application form; (2) financial statement of applicant and cosigner; (3) request for funds; (4) summary of facts; (5) promissory note; (6) security agreement; (7) loan agreement; (7) loan data; and (8) related correspondence and similar material.~~

**Authorized Retention:**

~~Retain these records for a period of three (3) calendar years following the expiration date.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Agriculture, Plant Industry Division.

**Justification for Deletion of RDA 1992624:**

The Plant Industry Division no longer performs this function. All records previously received by the Division have been destroyed per retention.



Attachment E  
Proposed New, Modification, and Deletion of RDAs for General Records  
Retention Schedule

**There are no proposed new, modifications, deletions of RDAs.**